

1 February 1979

Classification Review Procedure

CRP 79-10

HANDLING OF DAILY DIARIES

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1. The DCD record group, contains several folders of Daily Diaries spanning several months per folder. Few, if any, of these daily logs are likely to be declassified. The Agency would not want to break file continuity for those few, nor would NARS want them.

2. It has, therefore, been decided that each folder will be treated as one document. Reviewers will stamp the outside of the folder, using #1 for the document number. The review classification will be that of the highest review classification in the folder. One form 4023A will be completed for each folder, using as the document title:

"CHIEF, 00/C's Daily Diary, _____ to _____."

3. All other instructions for processing Records, as spelled STAT out in CRP 79-9 remain in effect.

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Chief,
Classification Review Group